# Military Protocol 1stLt Jessica De Maria CMC Protocol



### **Protocol Overview**

- Flag Etiquette
- Honors and Ceremonies
- Official Invitations
- Attire Guidance
- Gifts
- Receiving Lines

# Flag Etiquette

- 1. The flag should not be used for decoration. Red, white, and blue bunting can be used for this purpose.
- 2. No writing, symbols, insignia or other mark should appear on the American flag.
- 3. No part of the flag should ever touch the ground.
- When a flag is unserviceable, it should be burned in a dignified manner.
- 5. Always display the flag so the Union Jack is in the upper left hand corner.
- 6. The American flag should occupy the place of honor (its own right) when placed with other flags.
- 7. The American flag should not be embroidered, printed, or otherwise impressed on such articles as napkins, boxes, or anything intended to be discarded after temporary use.

#### U.S. flag etiquette

Proper display and care of the American flag honors the nation and the men and women who sacrificed to preserve it.

#### How to display the flag outdoors

- The flag should be displayed with the field of stars at the top of the flag staff or pole.
- Never display another flag (state, organization or corporate) above or to the right of the American flag.
- When displayed with the flags of other nations, never display the U.S. flag at a lower height than the other flags.
- When displaying the flag above a street, the field of stars should be at the top of the flag and face north or east.

#### How to display the flag indoors

- The flag should be displayed in a place of honor, to the right side of the stage. Other flags should be on the left side of the stage.
- When displayed flat against a wall, the field of stars should be in the upper left corner of the flag, whether the flag is displayed vertically or horizontally.
- The American flag should be displayed in the center and at the highest point when grouped with state or organization flags.



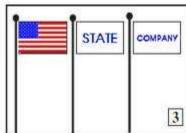
#### Do not do this to a flag

- The flag should never be used as an advertisement or as clothing, bedding or draperies.
- Never hang the flag upside down, except as a distress signal.
- Don't display tattered, faded or worn flags. They should be destroyed with dignity.



- Take the flag in at dusk or during inclement weather.
- ■The flag should never be thrown into the trash, but burned in a proper ceremony. Contact the American Legion or Boy Scouts.
- Clean and mend the flag, as needed,







# Flag Etiquette













# A Flag Should Never Become....



# National Anthem

- Hand over heart when outdoors
- Not necessary indoors, although not inappropriate to put hand over heart



## **Honors and Ceremonies**

#### The National Anthem

\* Stand and salute (face flag)

#### **Service Songs**

\* Stand (military at attention)

#### Taps

\* Stand and salute (face music)

#### Personal Honors:

\* Ruffles and Flourishes



### **Honors and Ceremonies**

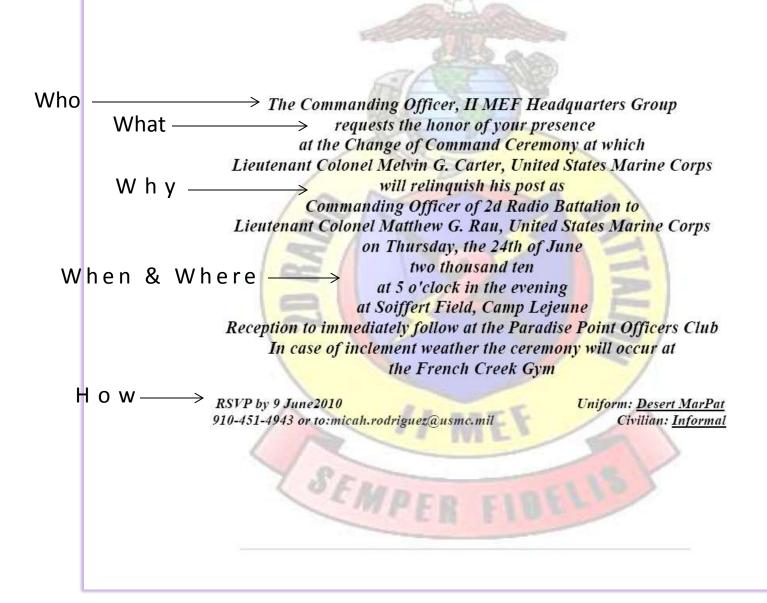
- Parade: Ceremony at which the commanding officer of a battalion or larger unit forms and drills the entire command and then marches them in review
- Review: A command or several commands parade for inspection by, and in honor of, a senior officer, or in honor of a visitor or a civilian dignitary
- Presentation of decorations: Presentation of commissions, enlisted warrants, commendations, etc.
- Marching on/off the Colors: When Colors are to take part in a ceremony, they are ceremonially received and escorted from their place of safekeeping, and are similarly returned
- Morning and Evening Colors

## **Honors and Ceremonies**

- •"To the Colors" (Morning Colors)/ "Retreat" (Evening Colors)
  - Stand and face flag with hand over heart.
  - If driving, stop vehicle and remain seated.
- The National Anthem
  - Stand and face flag with hand over heart.
- Service Songs: stand
- Taps
  - •Stand and face the music with hand over heart.



# **Change of Command Invitation**



Attire Comment: Business Suit

Time of Event: Evening









Attire Comment: Business Suit

Time of Event: Daytime







Attire Comment: Business Casual / Sport Coat / Open Collar











Attire Comment: Civilian Casual / Open Collar no Jacket



# What Not to Wear















- Dress conservatively and classy, but age appropriate.
- Wear clothes that fit (not too baggy, not too tight).
- No tank tops or tube tops.
- If your trousers have belt loops, wear a belt.
- If your shirt is meant to be tucked in, tuck it in.
- •Don't wear clothes that are torn, stained, wrinkled, dirty, have frayed edges, or still have the tags on them.
- Jeans are fine in some situations, but not at your boss' house.

#### **Attire Guidance**

| Attire Comment   | When Worn   | Civilian Male  | Civilian Female  | USMC   |
|--|---|--|--|--|
| •Mess Dress •White Tie •Black Tie •Formal •Tuxedo •Smoking   | Formal evening functions  | Black tuxedo (with white or black bow tie, as noted on invitation.) Black dinner jacket (with a handkerchief in the upper pocket). A white dinner jacket is acceptable during the summer months. | Long or short evening dress. Long dresses/skirts are normally worn when the event begins after 6:00pm.  Cocktail Dress  Evening trousers with dressy top | Formal or Dinner Dress uniform     Evening Dress "A" (white tie)     Evening Dress "B" (black tie)     Dress Blue "A" (less formal, sometimes worn for ceremonies)     Dress Blue "B" (even less formal) |
| •Semi-Formal   | Less formal occasions requiring more formality than business attire             | Dark business suit   | Dressy street-length dress     Pant suit     Cocktail dress  | Ceremonial uniform     Dress Blue "A" or "B"   |
| •Informal •Business Suit   | Ceremonial or<br>business<br>occasions  | Business suit (jacket and trousers match)  Sport coat and tie (jacket and trousers do not match; can be worn before 6:00pm)  | Evening: long dress with heels and jewelry     Day: suit, pants suit, business apparel (blouse with slacks or knee-length skirt)                         | Ceremonial uniform     Dress Blue "A" or "B" (for more formal occasions and many ceremonies)     Service "A" (business suit equivalent)  |
| •Casual<br>•Business Casual  | Casual business and informal social occasions (as appropriate to local customs) | Sport coat, open collar, no tie     Slacks and dress shirt, open collar  | Simple skirt or dress Slacks with jacket Low heeled or flat shoes  | Service uniform     Service "B" or "C" depending on time of year   |
| •Duty Uniform •Uniform of the Day •Daily Attire •Long-sleeve shirt w/tie •Short-sleeve shirt, no tie | Everyday events   | Daily work attire     Business suit     Coat & Tie     Slacks and open collar shirt  | Daily work attire     Casual dress     Pants suit     Slacks     Long or shirt skirt with blouse     Low heeled shoes                                    | Working uniform     Service "B" or "C" depending on time of year or     Cammies (officially called Marine Corps Combat Utility Uniform)  |
| •Casual,<br>Comfortable<br>•Casual, Sporty<br>•Casual, Golf<br>Attire                                | Very informal occasions such as picnics or barbeques                            | Cotton slacks or shorts with open collar golf (polo) shirt     Sneakers or topsiders   | Cotton slacks, capri pants, or knee-length shorts with knit top Sneakers, sandals or flats   | Working uniform     Service "B" or "C" depending on time of year or     Cammies (officially called Marine Corps Combat Utility Uniform)  |

# Receiving Lines at Official Functions

- Receiving lines are a tool used by hosts so that they can greet each of their guests and avoid leaving anyone out.
- They are usually held at the beginning of an event as guests are arriving (except Change of Command).
- Proper receiving line etiquette:
  - No drinks or food in your hands
  - Do not ask for autographs or photos
  - Keep introductions brief; longer conversations can be held later while mingling

